Comhairle Contae an Chabháin
Cavan County Council

FORM NO. 3
PLANNING APPLICATION FORM
PLANNING AND DEVELOPMENT ACT 2024 (as amended)

1. Relevant Planning Authority

Name	Cavan County Council

2. Proposed development details

Location	
Postal Address or Townland	
Eircode	
ITM co-ordinates	
Ordnance Survey map ref no	

3. Type of permission sought. Please tick as appropriate (✓)

a. Permission	
b. Permission for retention	
c. Outline Permission	
d. Permission consequent on grant of outline permission	
e. Alteration of existing permission	

4. Where planning permission is consequent on grant of outline permission:

Outline permission reference no.	
Date of grant of outline permission	

5. Applicant Contact details to be provided later in form.

Name	

6. Where applicant is a company (registered under the companies act)

Name(s) of company director(s)	
Registered Address (of company)	
Company Registration Number	

7. Person/Agent acting on behalf of applicant (if any)

Name	

8. Person responsible for preparation of drawings and plans

Name	
Firm/Company	

9. Description of proposed development. Brief description of nature and extent of development

10. Legal interest of applicant in the land or structure. Please tick as appropriate **(✓)**

Owner		Occupier		Other	
If you are not the legal owner, please state the name of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation, or provide proof of eligibility to apply in accordance with section 85 of the Act.					
Owner's Name					

11. Site Area

Area of site to which the application relates (in hectares)	

12. Where the application relates to a building or buildings

Gross floor space of any existing building(s) in m^2	
Gross floor space of proposed works in m^2	
Gross floor space of work to be retained in m^2 (if appropriate)	
Gross floor space of any demolition in m^2 (if appropriate)	

13. In the case of mixed development (e.g. residential/commercial/industrial etc.) please provide breakdown of the difference classes of development and breakdown of the gross floor area of each class of development.

Class of Development	**Gross floor space in m^2**

14. In the case of residential development please provide breakdown of residential mix

Number of	Studio	1 bed	2 bed	3 bed	4 bed	4+ bed	Total
Houses							
Apartments							
No. of car parking spaces to be provided				Existing		Proposed	

15. Where the application refers to a material change of use of any land or structure or the retention of such a material change of use:

Existing use (or previous use where retention permission is sought)	
Proposed use (or use it is proposed to retain)	
Nature and extent of any such proposed use (or use it is proposed to retain)	

16. Social and Affordable Housing Please tick as appropriate **(✓)**

Is the application an application for permission for development to which Part 7 of the Planning and Development Act 2024 applies?	Yes		No	
If the answer to the above question is "yes" but you have obtained a Certificate of Exemption under Part 7 of the Planning and Development Act 2024 please attach a copy of the Certificate. (or, where an application for a certificate of exemption has been made but has not yet been decided, a copy of the Part 7 Acknowledgement letter should be submitted).				
Part 7 Exemption Certificate attached, or				
Part 7 Acknowledgement letter attached				
If the answer to the above question is "yes" and the development is not exempt, you must provide, as part of your application, details as to how you propose to comply with sections 244 to 253 of Part 7 of the Act including. for example: - details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part 7 agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing.				
If the answer to the above question is "no" by virtue of section 254(2) of the Planning and Development Act 2024, details indicating the basis on which section 254(2) is considered to apply to the development should be submitted.				

17. Development Details Please tick as appropriate **(✓)**	**Yes**	**No**
Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?		
Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?		
Does the application relate to development which affects or is close to a monument or place recorded under section 12 of the National Monuments (Amendment) Act 1994 or under Section 14 of the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023?		
Does the proposed development require the preparation of an Environmental Impact Assessment Report?		
Does the application relate to work within or close to a European Site (under S.I. No. 94 of 1997) or a Natural Heritage Area?		

Does the application relate to a development which comprises or is for the purpose of an activity requiring a licence from the Environmental Protection Agency other than a Waste Licence?		
Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?		
Do the Major Accident Regulations apply to the proposed development?		
Does the application relate to a development in a Strategic Development Zone or Urban Development Zone?		
Does the proposed development involve the demolition of any structure?		
Does the proposed development relate to a development of Renewable Energy? If yes, please submit details separately – section, type, class, size		

18. Site History

	Yes	No
Has the site in question ever, to your knowledge, been flooded or located in Flood Zone A or Flood Zone B? If yes, please give details e.g. year, extent, proximity to watercourse/waterbody:		
Are you aware of previous uses of the site e.g. dumping or quarrying? If yes, give details e.g. year, extent:		
Are you aware of any valid planning applications previously made in respect of this land/structure? If yes, please state planning reference number(s) and the date(s) of receipt of the planning application(s) by the planning authority if known: **Reference number:** **Date:**		
Is the site of the proposal subject to a current appeal to An Coimisiún Pleanála in respect of a similar development? If yes, please state An Coimisúin Pleanála reference number:		

19. Pre-Application Consultation

	Yes	No
Has a pre-application consultation taken place? (such consultation is optional)		
Reference No. (if any):		
Date of latest consultation:		
Persons involved:		

20. Services

Proposed source of water supply (tick as appropriate **(✓)**)					
Existing connection		New connection		Public Mains	
Group water scheme		Private well		Other (please specify)	
Other:					
Name of Group Water Scheme (if applicable):					
Proposed Wastewater Management/Treatment (tick as appropriate **(✓)**)					
Existing		Conventional septic tank system		Public Sewer	
New		Other on-site treatment system (please specify):			
Other:					
Proposed Surface water disposal (tick as appropriate **(✓)**)					
Existing connection		New connection		Public Sewer/Drain	
Watercourse		Other (please specify):			

21. Details of Public Notice

Approved newspaper in which notice was published	
Date of publication	
Date on which site notice was erected	

22. Application fee

Fee Payable	€	Tick here if exempt from fee payment	
Basis of calculation			

23. Declaration

I hereby declare that, to the best of my knowledge and belief, the information given in this form is correct and accurate and fully compliant with the Planning and Development Act 2024, as amended, and the Regulations made thereunder. Where an application is made in electronic form with the consent of the Planning Authority, valid login credentials will replace the need for a signature and satisfy the declaration.			
Signed (applicant or agent)		**Date**	

For Office Use only

Ref. No.		**Receipt No.**	
Fee Paid	**€**	**Receipt Date**	

CONTACT DETAILS
NOT TO BE PUBLISHED

A contact address must be given, whether that of the applicant or that of the agent

24. Applicant Contact Details

Address			
		Eircode	
Email			
Phone (optional)			

25. Agent Contact Details (if any)

Address			
		Eircode	
Email			
Phone (optional)			
Should all correspondence be sent to this address? (Tick as appropriate)	**Yes**	**No**	
If the answer is 'No', all correspondence will be sent to the applicant's address.			

Return completed form to: Planning Section
Cavan County Council, Johnston Central Library, Farnham Street, Cavan
T. (049) 4378300 E: plan@cavancoco.ie

THIS FORM SHOULD BE ACCOMPANIED BY THE FOLLOWING DOCUMENTATION

Please note that if the appropriate documentation is not included, your application will be deemed invalid.

ALL Planning Applications	
	The relevant page of newspaper that contains notice of your application
	A copy of the site notice
	Site Location Map
	Site Layout Plan
	Plans and other particulars required to describe the works to which the development relates (include detailed drawings of floor plans, elevations and sections – except in the case of outline permission)
	Appropriate Planning Fee
Where the applicant is not the legal owner of the land or structure in question	
	Proof of eligibility to apply for planning permission in accordance with Section 85 of the Act
Where and application is for development types listed under Renewable Energy Directives	
	Details of the class of development by type, scale etc. in any form prescribed under the Planning and Development Act 2024 or any other Enactment
Where the application is for residential development that is subject to Part 7 of the 2024 Act	
	Details of the manner in which it is proposed to comply with Part 7 of the Act including, for example: details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part 7 agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to he transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to he leased to the planning authority, or details of any combination of the foregoing
	OR
	A certificate of exemption from the requirements of Part 7 of the Act
	OR
	A copy of the Part 7 Acknowledgement Letter
Where the application is for residential development that is not subject to Part 7 of the 2024 Act by virtue of Section 245(2) of the Act	
	Information setting out the basis on which Section 245(2) is considered to apply to the development
Where the disposal of wastewater for the proposed development is other than to a public sewer	
	Information on the on-site treatment system proposed and evidence as to the suitability of the site for the system proposed
Where the application refers to a protected structure/proposed protected structure or the exterior of a structure which is located within an architectural conservation area (ACA)	
	Photographs, plans and other particulars necessary to show how the development would affect the character of the structure.
Where an application refers to a material change of use or retention of such a material change of use	
	Plans (including a site or layout plan and drawings of floor plans, elevations and sections which comply with the requirements of Regulation 12) and other particulars required describing the works proposed.
Where an application requires an Environmental Impact Assessment Report	
	An Environmental Impact Assessment Report
	A copy of the confirmation notice received from the EIA portal
Where an application is exempt from planning fees	
	Proof of eligibility for exemption